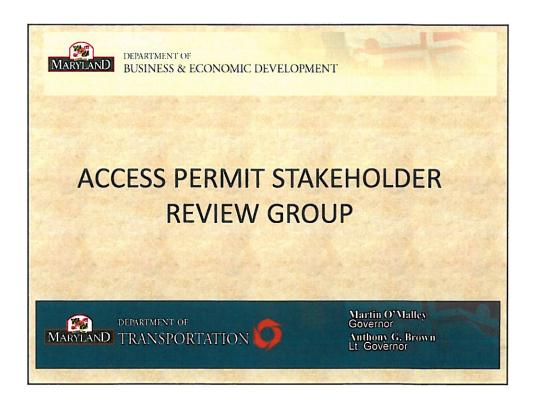


SHA PROCESS & COORDINATION WITH LOCAL GOVERNMENTS

ACCESS MANAGEMENT & PERMITS

STEVEN FOSTER
CHIEF/DEVELOPMENT MANAGER
ACCESS MANAGEMENT DIVISION
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INTRODUCTION



HIGHWAY ACCESS PERMIT STAKEHOLDER REVIEW GROUP

...making it easier for businesses to do business in Maryland

BACKGROUND

- SHA Access Permit Process has evolved over decades
- Process involves many stakeholders and requires significant coordination with local government
- Different perspectives needed to evaluate and improve the process

GOALS



- Improve the efficiency, clarity and consistency of SHA's access permitting process
- Maintain safety and operational integrity of the highway network

State High Way Administration of

REVIEW

- Assess the current procedures
- Review best practices nationwide
- Develop recommendations for new policies, procedures, regulations and potentially legislation
- Evaluate the use of technology
- Committee Work Groups:
 - Local Coordination
 - Submittal and Review Process & Traffic Impact Studies
 - Customer Service

REPORT



Final Report

- Recommendations for SHA and other agencies to improve timeliness, predictability and transparency
- Could involve policies, procedures, regulations, legislation



RECOMMENDATIONS

THREE PRIMARY CATEGORIES

- Improved use of technology and automation
- Improved communication/customer service
- Implementation of process improvements for improved efficiency



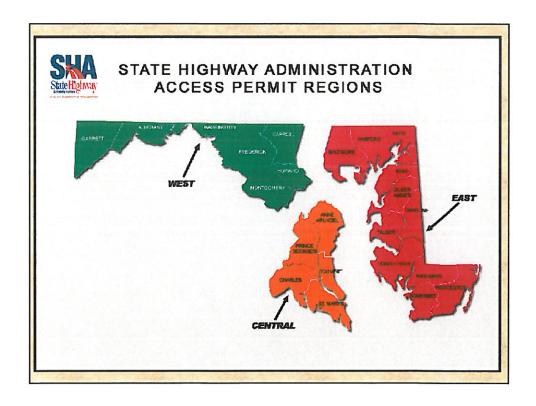
RECOMMENDATIONS

STEPS ALREADY UNDERWAY

- Reinforce the turnaround times for review submissions and permit issuance
- Organizational changes
- Improve processes within SHA
 - Coordination with Chesapeake Bay Critical Area Commission (CAC)



ACCESS MANAGEMENT AND PERMIT PROCESS



SHA AUTHORITY



- ANNOTATED CODE OF MARYLAND
 - SECTIONS 8-625 & 8-646
- COMAR
 - 11.04.05 COMMERCIAL INDUSTRIAL OR SUBDIVISION STREET PERMITS
 - 11.04.06 RESIDENTIAL ENTRANCE PERMIT

Who Shall Apply for a Permit?



SEVEN CONDITIONS THAT REQUIRE AN ACCESS PERMIT

- (1) Owners of land newly being developed commercially, industrially, or as a subdivision, all desiring access to a State highway;
- (2) Parties desiring to establish a new public street intersection or modify an existing public street intersection;
- (3) Parties desiring to change existing entrances or create new entrances into existing commercial or industrial facilities, and subdivisions;
- (4) Parties desiring to modify, expand, or in any other manner make improvement to an existing facility, which will increase or change the type of vehicular generation or traffic pattern;
- (5) Parties desiring to change use or occupancy of an existing facility;
- (6) Parties owning, occupying, leasing, or using a commercial or industrial facility (which was in existence before 1957) that is not fully channelized in accordance to permits issued by the Administration and which is now deemed hazardous from the viewpoint of access;
- (7) Parties desiring to do any work within or across the State highway right-of-way.

ACCESS PERMITS ARE ISSUED



- COMMERCIAL/INDUSTRIAL ENTRANCES
- SUBDIVISION/ PUBLIC STREET CONNECTIONS
- OFF-SITE IMPROVEMENTS REQUIRED BY LOCAL ADEQUATE PUBLIC FACILITIES ORDINANCE
- INFRASTRUCTURE IMPROVEMENTS OF ANY KIND WITHIN THE SHA RIGHT OF WAY

 FEDERAL, STATE, COUNTY, & MUNICIPAL PROJECTS

ACCESS MANAGEMENT DIVISION



ORGANIZATIONAL STRUCTURE

- REGIONAL ENGINEERS
 - ATTEND COUNTY DEVELOPMENT REVIEW MEETINGS
 - SIGN OFF ON GRADING & BUILDING PERMITS, SITE PLANS, etc.
- DEVELOPMENT & PERMIT REVIEW TEAM (DPRT)
- TECHNICAL REVIEW TEAM (TRT) TEAM LEADER OVERSEES HYDRAULIC AND TRAFFIC ENGINEERS
- ADMINISTRATIVE TEAM
- CONSULTANT RESOURCES

PROCESS IMPROVEMENTS



SHA PROCESSES & FLOW CHARTS

- TRAFFIC IMPACT STUDY PHASE
- PRE-PERMIT PHASE (AFTER TIS APPROVAL)
- PRE-PERMIT ENGINEERING PLAN REVIEW PHASE
- PERMIT ISSUANCE PHASE
- CONSTRUCTION PHASE
- PERMIT RELEASE PHASE

PROCESS IMPROVEMENTS



- **•CUSTOMER SERVICE RESPONSE TIMES**
- **•SINGLE POINT OF CONTACT IN REGIONS**
- •PROJECT REVIEWERS
- •TRIAGE OF SUBMISSIONS
- **•DEVELOPERS ASKED SHA TO KEEP THEM INFORMED**
- SHA TRACKING NUMBERS
- •INTERNET RESOURCES
- **•PLAN REVIEW CHECKLIST**

PROCESS IMPROVEMENTS



- TRAFFIC IMPACT STUDY & PLANS SUBMISSION
- POINT-BY-POINT RESPONSE
- ACCURACY & COMPLETENESS OF SUBMISSIONS
- DATABASE SYSTEM
- ONLINE TRACKING SYSTEM
- SHA WEB SITE (www.roads.maryland.gov)
- TRAINING OPPORTUNITIES
 - ADA PEDESTRIAN & BICYCLE MOBILITY

LOCAL COORDINATION



- SHA REVIEW OF PROPOSED SITE ACCESS AND ASSOCIATED HIGHWAY IMPROVEMENTS
- LOCAL PLANNING & ZONING COORDINATION TO EVALUATE TRAFFIC IMPACTS AND IDENTIFY APPROPRIATE HIGHWAY IMPROVEMENTS
- DEVELOPER COORDINATION REGARDING SITE ACCESS CONCEPTS, DESIGN, PERMITTING, ETC.

SHA AND LOCAL ROLES DIFFER



- LOCAL GOVERNMENT CONTROLS PLANNING AND ZONING APPROVALS AND THE ISSUANCE OF PERMITS RELATED TO LAND DEVELOPMENT
- SHA INPUT IS LIMITED TO ADDRESSING THE EFFECT OF DEVELOPMENT ON REGIONAL TRANSPORTATION SYSTEMS AND REGULATING ACCESS TO THE STATE HIGHWAYS

TYPICAL STATE & LOCAL REVIEW



SHA

- ACCESS CONCEPT REVIEW
- TRAFFIC IMPACT STUDY/ SCOPING OF THE IMPROVEMENTS
- PRELIMINARY PLAN
 REVIEW
- HYDRAULIC REVIEW
- FINAL DESIGN REVIEW
- ACCESS PERMIT ISSUED

LOCAL GOVERNMENT

- CONCEPT PLANS/ PLATS REVIEW
- TRAFFIC IMPACT STUDY/ SCOPING
- ZONING/ SUBDIVISION APPROVALS AND CONDITIONS
- SITE PLAN
- SWM E&SC
 - IMPROVEMENT PLANS
 - BUILDING PERMIT

TRAFFIC STUDY REQUIREMENTS



- LOCAL TRAFFIC IMPACT STUDY REQUIREMENTS
 - LOCAL LAND USE REGULATIONS & AUTHORITY
 - SCOPE OF STUDY
 - ANALYSIS & TRAFFIC MITIGATION IMPROVEMENTS
 - IMPACTS OCCUR WITHIN NORMAL SCOPE OF STUDY
- LOCAL GOVERNMENT
 - ADJACENT JURISDICTION IMPACTS
 - HOW ARE THESE IMPACTS MITIGATED?

TRAFFIC STUDY REQUIREMENTS



SHA TRAFFIC IMPACT STUDY

- SCOPE OF STUDY
- ANALYSIS & TRAFFIC MITIGATION IMPROVEMENTS
- MITIGATION OF TRAFFIC IMPACTS
- HOW DOES SHA ASSURE IMPACTS ARE MITIGATED?

PROBLEM STATEMENT



HOW CAN DEVELOPMENT-GENERATED
TRAFFIC IMPACTS TO THE ROADWAY
SYSTEM BE MITIGATED WHEN
DEVELOPMENT IS LOCATED
ADJACENT TO JURISDICTIONAL
BOUNDARIES?

COMMON PITFALLS



- AASHTO DESIGN CRITERIA
 - A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS
 - ROADSIDE DESIGN GUIDE
- ADA & BICYCLE POLICIES
- WORK ZONE SAFETY REQUIREMENTS
- PEDESTRIAN MOBILITY DURING CONSTRUCTION
- SHA BOOK OF STANDARDS
- STANDARDS FOR CONSTRUCTION AND MATERIALS
- PIECEMEAL SUBMISSIONS

COMMON PITFALLS



- QUESTIONS AND CLARIFICATION OF COMMENTS
- DEVELOP SOLUTIONS TO PROBLEMS
- COST ESTIMATES
- SURETY
- INSPECTION REIMBURSEMENT COSTS
- SCHEDULES COMPLETION OF PERMIT WORK
- POST ISSUANCE/CONSTRUCTION ELEMENTS

COMMON PITFALLS



PERMIT PACKAGES

- RIGHT OF WAY PLATS AND DEEDS TO SHA
- PE STAMP AND CERTIFICATION NOTE ON ALL PLANS
- PERMIT APPLICATION FORM
- PERFORMANCE BOND IS SIGNED BY THE PRINCIPAL
- APPLICANT'S NAME AND/OR PROPERTY OWNER NAME
- LETTER OF CREDIT OR BOND MATCHING SHA FORMAT
- CHECKS FEDERAL ID NO. & SHA TRACKING NUMBER
- ALL ELEMENTS COMPLETE



CALL WITH QUESTIONS 410-545-5600

ACCESS PERMITS DIVISION MANUAL

http://www.roads.maryland.gov/Index.aspx?PageId=393

MARYLAND STATE HIGHWAY ADMINISTRATION
BOOK OF STANDARDS

http://apps.roads.maryland.gov/BusinessWithSHA/bizStdsSpecs/desManual StdPub/publicationsonline/ohd/bookstd/index.asp



THANK YOU!

